



# Request for Inclusion or Revision to an Administrative Directive

Connecticut Department of Correction

CN 1301  
REV 07/25/16

Administrative Directive Number: CN 61202

Title: PREA Incident Check Sheet for sexual Harassment

I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation):

Please add:

Obtain written statement from alleged victim and aggressor as soon as possible.

This would greatly benefit the investigative process by ensuring statements from both parties are included in the incident package.

See attached documents

### ORIGINATOR

Name: Timothy Fusaro

Title: Captain

Date: 8/1/17

Signature:

*Capt. Tim Fusaro*

Facility/Unit: PREA Unit

### UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature:	<i>D. M. K. O.</i> Date: 8/2/17
<input type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: <small>(only needed if originating from facility)</small>	Date:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature:	<i>George X. Capelale</i> Date: 8/3/17
<b>Reviewed by:</b>		Office of Standards and Policy Staff signature:	Date:
<input checked="" type="checkbox"/>		<i>M. B. A.</i>	8/1/17

### COMMISSIONER'S DECISION

This request is:  **APPROVED**     **DENIED**    Effective date of request:

The language/provisions of this inclusion/revision shall be effective as of and subsequently added to the Administrative Directive at the next update:    Date:

This inclusion/revision shall be added to the Administrative Directive prior to:    Date:

This inclusion/revision shall be added immediately to the Administrative Directive.

Commissioner's signature: *[Signature]*    Date: 8/7/17



# Request for Inclusion or Revision to an Administrative Directive

Connecticut Department of Correction

CN 1301  
REV 07/25/16

Administrative Directive Number: CN 61201 | Title: PREA Incident Check Sheet

I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation):

Please Change line seven to:

Obtain written statement from alleged victim and aggressor as soon as possible.

This would greatly benefit the investigative process by ensuring statements from both parties are included in the incident package.

See attached documents

### ORIGINATOR

Name: Timothy Fusaro

Title: Captain

Date: 8/1/17

Signature:

*Capt. Tim Fusaro*

Facility/Unit: PREA Unit

### UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature: <i>D. McK...</i>	Date: 8/2/17
<input type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: <small>(only needed if originating from facility)</small>	Date:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature: <i>Joseph J. Lepelato</i>	Date: 8/3/17
Reviewed by: <input checked="" type="checkbox"/>		Office of Standards and Policy Staff signature: <i>[Signature]</i>	Date: 8/1/17

### COMMISSIONER'S DECISION

This request is:  **APPROVED**     **DENIED**    Effective date of request:

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Commissioner's signature:

*[Signature]*

Date: 8/7/17